

IRS TAX TIP 2001-14

COMMON ERRORS TO AVOID

WASHINGTON – The IRS recommends reviewing your entire tax return to be sure it is accurate and complete. Even a simple mistake can cause problems with your tax return, which might lead to delays in processing your return and receiving your refund.

Want to avoid frequent trouble spots? Check these areas, which can reduce problems:

- Use the peel-off label. You may line through and make necessary corrections right on the label. Be sure to fill in your social security number in the box provided on the return. It is not on the label.
- If you do not have a peel-off label, fill in all requested information clearly, including the social security numbers.
- Check only one filing status on the tax return and check the appropriate exemption boxes. Enter the correct social security numbers for each of those exemptions.
- Use the correct Tax Table column for your filing status.
- Double check all figures on the return. Math errors are a common mistake.
- Sign and date the return. If filing a joint return, both spouses must sign and date the return.
- Attach all Forms W-2 and any Forms 1099 that reflect tax withheld. Attach all other necessary forms and schedules, in the order of the "Attachment Sequence No." in the upper right corner of each form.
- Do you owe tax? If so, enclose a check or money order made payable to the "United States Treasury" with the return. You may choose to pay by credit card by contacting one of the two credit card service providers. If you file electronically, you may authorize the U.S. Treasury to withdraw the payment directly from your bank account.

For a complete checklist and a listing of some of the most common errors, see TeleTax Topic 303 under the "Taxpayer Help & Ed" section of the IRS Web site at www.irs.gov. It can be accessed directly at http://www.irs.gov/tax_edu/teletax/tc303.html

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